



## INVOICE

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Invoice # 781

Invoice Date: 1/2/2026

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**To:**

Carlos Manuel Vasquez Lopez

Amount due  
**11,759.50****Services**

Date	Staff Member	Category	Description	Duration	Total
4/1/2025	Brooks LaRou Esq.	Legal	Conduct initial consultation with client; discuss his claims and what to expect; also, reviewed sign-up procedures	1.00	325.00
4/9/2025	Brooks LaRou Esq.	Unassigned	Conferral with Juan Aragon regarding case title, type, and group.	0.10	32.50
4/9/2025	Steffany Sanguino	Paralegal	I met in person with the client, we went over the contract; he signed it. confirmed his mailing address.	0.50	82.50
4/9/2025	Steffany Sanguino	Paralegal	We received the clients DL.	0.10	16.50
4/9/2025	Steffany Sanguino	Paralegal	I drafted the preservation letter in Spanish and mailed it to the client.	0.40	66.00
4/11/2025	Brian H. Pollock Esq.	Draft/revise	Review file and draft Complaint	1.00	550.00
4/11/2025	Brian H. Pollock Esq.	FLSA - Plaintiff	Receipt and review of Clerk's Notice of Judicial Assignment to Judge Ruiz and Magistrate Judge Louis	0.10	55.00
4/14/2025	Brian H. Pollock Esq.	Draft/revise	Draft Letter to client re FLSA Case Filed in Federal Court eng and spa	0.40	220.00
4/14/2025	Brian H. Pollock Esq.	Draft/revise	Draft Notice of Related Action and generally describe nature related case	0.30	165.00
4/14/2025	Brian H. Pollock Esq.	Draft/revise	draft N/Appearance by Brooks	0.20	110.00
4/15/2025	Brooks LaRou Esq.	Unassigned	Conferral with Juan Aragon regarding filing Notice of Appearance as counsel for Plaintiff.	0.10	32.50
4/15/2025	Steffany Sanguino	Paralegal	I emailed the summons and the complaint to Steve for service.	0.20	33.00
4/15/2025	Steffany Sanguino	Paralegal	I called the client to f.u with documents to help the case and to inform him we are sending correspondences to his home. But no.a. I left a detailed voicemail.	0.20	33.00

4/15/2025	Steffany Sanguino	Paralegal	The letter enclosing the filed lawsuit along with the complaint has been mailed to the client.	0.20	33.00
4/15/2025	Brian H. Pollock Esq.	Receipt, Review, and Analysis	Receipt and review of Order transferring case to Judge Gayles	0.10	55.00
4/16/2025	Brooks LaRou Esq.	Receipt, Review, and Analysis	Receipt and review of Notice of Court Practice regarding motion practice and formatting.	0.10	32.50
4/16/2025	Brooks LaRou Esq.	Receipt, Review, and Analysis	Receipt and review of Notice of Court Practice in FLSA Cases.	0.10	32.50
4/16/2025	Steffany Sanguino	Paralegal	I called the client to f.u with documents but no.a. I left a vm.	0.20	33.00
4/17/2025	Steffany Sanguino	Paralegal	I called the client to f.u. with documents. The client informed me he doesn't have documents, no emails, as he doesn't have an email address, no text messages because he broke his old phone, so he doesn't have old messages, no paystubs or earning statements because he was always paid through Zelle. He's going to send me a photo of the Zelle receipts received.	0.30	49.50
4/17/2025	Steffany Sanguino	Paralegal	I texted the client so he could send me the photos through text.	0.10	16.50
4/17/2025	Steffany Sanguino	Paralegal	I emailed the process server to f.u with service.	0.20	33.00
4/18/2025	Steffany Sanguino	Paralegal	I texted the client to f.u and confirm if he can take pictures of the messages on his phone with his wife's or son's phone and send them to us via text.	0.10	16.50
4/18/2025	Steffany Sanguino	Paralegal	I emailed the process server with the summons and complaint again to confirm they received our initial email sent on April 15.	0.20	33.00
4/22/2025	Steffany Sanguino	Paralegal	Receipt, reviewed, and organized a few screenshots of messages between the client and Mr. Vera.	0.20	33.00
4/22/2025	Steffany Sanguino	Paralegal	I emailed the client to request the entire conversation with Mr. Vera.	0.20	33.00
4/24/2025	Brooks LaRou Esq.	Unassigned	Conferral with Juan Aragon regarding scheduling appointment with client to review his Statement of Claim.	0.10	32.50
4/24/2025	Steffany Sanguino	Paralegal	I emailed the client's son, sl64miami@gmail.com to f.u with pictures of the entire conversation.	0.20	33.00
4/24/2025	Steffany Sanguino	Paralegal	I emailed the process server to f.u with service on Henry Vera.	0.20	33.00
4/24/2025	Steffany Sanguino	Paralegal	Called the client to schedule a telephone conference with the attorney.	0.20	33.00
4/24/2025	Steffany Sanguino	Paralegal	Received an update from the process server regarding service on Henry Vera. 4/19/2025 10:00 am Attempted Service: 15874 SW 14 Court, Hollywood, FL 33027. No answer. I left a card. The same cars are on the driveway in different places.	0.10	16.50
4/25/2025	Steffany Sanguino	Paralegal	I called the client to follow up on the whole chat with Henry Vera and to confirm if he has any other documents to provide us with. The client said he only has the text messages, and the deposits reflected in his bank account. I	0.20	33.00

			asked the client to go to the bank and request the bank statements reflecting the deposits so he could provide us with them, since he doesn't have any pay stubs or earning statements.		
4/28/2025	Steffany Sanguino	Paralegal	I texted the client to confirm if he could obtain the remaining conversation with Henry Vera.	0.10	16.50
4/28/2025	Steffany Sanguino	Paralegal	I emailed the process server to follow up with service on Henry Vera.	0.20	33.00
4/28/2025	Brooks LaRou Esq.	Phone Call	Phone call with client regarding calculation of damages and preparing draft Statement of Claim.	0.50	162.50
4/29/2025	Steffany Sanguino	Paralegal	I texted the client to follow up on the entire conversation with Henry Vera.	0.10	16.50
4/29/2025	Steffany Sanguino	Paralegal	We received photos of parts of a conversation between the client and Henry Vera. The client had already provided us with those photos.	0.20	33.00
4/29/2025	Steffany Sanguino	Paralegal	I tried calling the client to inform him we had already received those photos of parts of the conversation with Henry Vera, and what we need is the entire conversation. The client didn't answer me, so I left him a detailed voicemail.	0.20	33.00
4/30/2025	Steffany Sanguino	Paralegal	We received an update from the process server regarding service on Henry Vera; 4/23/2025 8:30 pm Attempted Service: 15874 SW 14 Court, Hollywood, FL 33027 Lights are on but there is no answer. I left a contact card.	0.10	16.50
4/30/2025	Steffany Sanguino	Paralegal	We received an update from the process server regarding service on Henry Vera; 4/26/2025 9:00 am Attempted Service: 15874 SW 14 Court, Hollywood, FL 33027. My contact card is gone. There is no answer when I knock or on the Ring Doorbell. I left another contact card, Both vehicles are on the driveway.	0.10	16.50
4/30/2025	Steffany Sanguino	Paralegal	I had a missed call from the client. I called him back; he confirmed he doesn't have personal WhatsApp messages or text messages with Henry Vera because he lost his old phone, and WhatsApp deleted the chat he had with Mr. Vera. The messages the client sent were from his wife's phone. I advised the client to provide me with any other documents he finds	0.20	33.00
4/30/2025	Brooks LaRou Esq.	Receipt, Review, and Analysis	Receipt and review of Court's Paperless Minute Entry for 4/30/25 Status Conference.	0.10	32.50
4/30/2025	Steffany Sanguino	Paralegal	We received additional documents from the client.	0.20	33.00
5/5/2025	Steffany Sanguino	Paralegal	I drafted a letter to the client in Spanish, enclosing the SOC. The letter was emailed to his son and mailed to the client.	0.40	66.00
5/5/2025	Steffany Sanguino	Paralegal	I emailed Steve, the process server, to confirm if we can pay for one stakeout for both of the cases against the same defendant.	0.20	33.00
5/5/2025	Steffany Sanguino	Paralegal	I called the client to confirm if the email address from which we received the documents is his son's. The client wasn't sure who sent us those documents. He informed me he has an email but doesn't really know how to use it or check it often. I obtained the email and added it to his file.	0.20	33.00

5/6/2025	Steffany Sanguino	Paralegal	I emailed the process server requesting to serve the defendant at his Miami Beach office at 1210 Washington Ave, Suite # 200, Miami Beach, FL 33139.	0.20	33.00
5/9/2025	Steffany Sanguino	Paralegal	I emailed Steve, to follow up with the service on Henry Vera.	0.20	33.00
5/13/2025	Steffany Sanguino	Paralegal	I provided the client with an update; I informed him that we are still trying to serve the defendant.	0.20	33.00
5/15/2025	Steffany Sanguino	Paralegal	I emailed the process server to f.u with service on Henry Vera	0.20	33.00
5/15/2025	Steffany Sanguino	Paralegal	Update from the process server. 5/15/2025 9:30 AM Attempted Service: 1210 Washington Ave., Suite # 200, Miami Beach, FL 33139. The office is under construction. I left a contact card and not requesting a call back. After I left, it seems a worked gave my note to Mr. Vera and he called from 305-303-9090. I identified myself, I stated that I have to serve him with the process, and asked to arrange a time and place to meet. He said he would call me back within one hour with an address to meet him. I waited in the area for one hour, but he never called me. I called him but he did not answer the phone. Wait time 1 hour.	0.10	16.50
5/15/2025	Steffany Sanguino	Paralegal	I emailed the process server requesting to keep trying to serve the defendant to coordinate proper service.	0.20	33.00
5/16/2025	Brooks LaRou Esq.	Draft/revise	Draft Notice of Dissociation as counsel	0.10	32.50
5/20/2025	Brian H. Pollock Esq.	Draft/revise	draft letter to client re: PBL's departure from the firm as an associate attorney. eng and spa	0.20	110.00
5/23/2025	Steffany Sanguino	Paralegal	The client called requesting an update. I informed the client we are still trying to serve the defendant with the lawsuit and how he has been avoiding service. The client informed me that he saw the defendant driving by Miami Beach, and the defendant seemed to want to approach the client, but they were at a red light.	0.20	33.00
6/27/2025	Steffany Sanguino	Paralegal	The client called to get an update. I informed him that we are in the process of serving the summons and complaint to the defendant, and as soon as we serve him, we will contact him to provide the status.	0.30	49.50
7/14/2025	Brian H. Pollock Esq.	Draft/revise	Draft Motion for Extension of Time to effect Service on Dft	0.30	165.00
7/15/2025	Brian H. Pollock Esq.	Draft/revise	Draft Summons Individual (Secretary of State)	0.20	110.00
7/16/2025	Brian H. Pollock Esq.	Draft/revise	Draft NOF Proposed Summons	0.20	110.00
7/17/2025	Brian H. Pollock Esq.	Draft/revise	Draft Substitute Service Letter	0.30	165.00
7/18/2025	Katie Schickman Esq.	Phone Call	phone call w/ client to conduct follow up	0.20	55.00

7/18/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	review notes on file and docket to familiarize myself for follow up call	0.30	82.50
7/18/2025	Katie Schickman Esq.	Draft/revise	draft f/u eval memo	0.20	55.00
7/23/2025	Katie Schickman Esq.	Legal	run search to verify mr. vera's address	0.20	55.00
7/24/2025	Katie Schickman Esq.	Document/File Management	Review file to determine what has been done, what needs to be done, and to map out a strategy for the future progress of the case	0.30	82.50
7/28/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	review client docs & rename those supporting statement of claim	0.30	82.50
7/31/2025	Katie Schickman Esq.	Draft/revise	review file in connection w/ & draft motion to deem service	1.20	330.00
9/23/2025	Katie Schickman Esq.	Draft/revise	revise motion to deem service - save as v2	0.40	110.00
9/24/2025	Katie Schickman Esq.	Draft/revise	revise motion to deem service - save as v3	0.40	110.00
9/30/2025	Katie Schickman Esq.	Draft/revise	revise mot to deem service (v4)	0.20	55.00
9/30/2025	Katie Schickman Esq.	Draft/revise	draft declaration (re service of process)	0.60	165.00
10/7/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	receive and review henry vera military status	0.20	55.00
10/7/2025	Katie Schickman Esq.	Draft/revise	draft non-military affidavit	0.40	110.00
10/8/2025	Katie Schickman Esq.	Draft/revise	revise mot to deem service - save as v5	0.30	82.50
10/8/2025	Katie Schickman Esq.	Draft/revise	revise non-military affidavit	0.20	55.00
10/8/2025	Katie Schickman Esq.	Draft/revise	draft declaration of compliance (v2)	0.80	220.00
10/8/2025	Katie Schickman Esq.	Draft/revise	revise non-military affidavit - save as v2	0.10	27.50
10/9/2025	Katie Schickman Esq.	Draft/revise	revise plaintiff's motion to declare defendant served in accordance with BP redlines - save as v6	0.80	220.00
10/10/2025	Katie	Draft/revise	Work on Plaintiff's Motion to Deem Service. Add	0.80	220.00

	Schickman Esq.		information about Mr. Vera's bankruptcy claims and the phone calls and contact attempts to make service of process.		
10/10/2025	Katie Schickman Esq.	Draft/revise	Revise Declaration of Compliance to add additional detail on service attempts.	0.20	55.00
10/10/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	Summons (affidavit) Returned Unexecuted by Carlos Manuel Vasquez Lopez as to Henry Vera	0.10	27.50
10/13/2025	Katie Schickman Esq.	Draft/revise	Revise Mot to Deem Service to reflect the recent filing of the notice of service	0.20	55.00
10/13/2025	Katie Schickman Esq.	Draft/revise	Revise affidavit of compliance to reflect the recent filing of the notice of service	0.10	27.50
10/13/2025	Katie Schickman Esq.	Draft/revise	Revise non-military affidavit	0.10	27.50
10/13/2025	Steffany Sanguino	Paralegal	Notarized the Non-Military Affidavit for attorney KS.	0.20	33.00
10/13/2025	Katie Schickman Esq.	Draft/revise	Revise the mot. to deem service and affidavit of compliance	0.50	137.50
10/13/2025	Brian H. Pollock Esq.	Draft/revise	Draft letter to defendant enclosing Mot to Deem Service	0.20	110.00
10/13/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	Notice of Attorney Appearance by Katelyn Schickman on behalf of Carlos Manuel Vasquez Lopez	0.10	27.50
10/14/2025	Katie Schickman Esq.	Draft/revise	Finalize the motion to deem service, the affidavit of compliance, the proof of correspondence and returned mail, and the non military affidavit in preparation for filing	0.20	55.00
10/14/2025	Katie Schickman Esq.	Legal	File the motion to deem service, the affidavit of compliance, the proof of correspondence and returned mail, and the non military affidavit in preparation for filing	0.30	82.50
10/17/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	Receive and review order granting motion to deem service	0.10	27.50
10/20/2025	Katie Schickman Esq.	Draft/revise	Draft motion for clerks default and conduct research for longer memorandum of law regarding service of process	1.30	357.50
10/20/2025	Katie Schickman Esq.	Draft/revise	Revise Plaintiff's motion for entry of clerk's default against defendant in accordance with BP redlines (v2)	0.60	165.00
10/21/2025	Katie Schickman Esq.	Draft/revise	Finalize Motion for entry of clerk's default	0.40	110.00
10/21/2025	Katie Schickman Esq.	Draft/revise	Draft clerk's default form	0.20	55.00
10/21/2025	Katie Schickman	Legal	File Motion for entry of clerk's default accompanied by proposed clerks default	0.20	55.00



	Esq.				
10/22/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	Review and receive clerk's default against Henry Vera	0.20	55.00
10/22/2025	Katie Schickman Esq.	Draft/revise	Review and finalize Letter to D enclosing Motion for Clerk's Default and Letter to D enclosing Clerk's Default	0.20	55.00
11/6/2025	Katie Schickman Esq.	Draft/revise	Draft Motion for Default Judgement against Henry Vera	2.50	687.50
11/6/2025	Katie Schickman Esq.	Draft/revise	Draft Declaration of Indebtedness	0.60	165.00
11/7/2025	Katie Schickman Esq.	Draft/revise	Revise Motion for Default Final Judgement to include allegations from Plaintiff's complaint	0.20	55.00
11/7/2025	Katie Schickman Esq.	Draft/revise	Revise Declaration of indebtedness to specify straight time wage amounts and include interpreter's acknowledgement	0.20	55.00
11/7/2025	Katie Schickman Esq.	Draft/revise	Draft proposed final judgment	0.40	110.00
11/10/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	Receive and review order and notice of practice on default procedure	0.10	27.50
11/10/2025	Katie Schickman Esq.	Draft/revise	Revise motion for entry of default judgment to discuss Florida Common Law claims (v3)	0.60	165.00
11/10/2025	Katie Schickman Esq.	Draft/revise	Revise motion for final judgement and conduct legal research re: fl breach of contract & unjust enrichment. Add research into motion	1.10	302.50
11/10/2025	Katie Schickman Esq.	Draft/revise	Revise the declaration of indebtedness to separate FLSA and Florida claims	0.40	110.00
11/10/2025	Katie Schickman Esq.	Draft/revise	Revise proposed final judgment to reflect revisions to the declaration of indebtedness	0.20	55.00
11/14/2025	Katie Schickman Esq.	Phone Call	LVM for Mr. Vasquez to sign declaration of indebtedness	0.10	27.50
11/14/2025	Katie Schickman Esq.	Email with Client	Send client declaration of indebtedness for execution	0.20	55.00
11/14/2025	Katie Schickman Esq.	Draft/revise	Review and finalize motion for default, proposed default, and declaration of indebtedness.	0.30	82.50
11/14/2025	Katie Schickman Esq.	Phone Call	lvm for carlos to sign declaration of indebtedness	0.10	27.50
11/14/2025	Steffany Sanguino	Paralegal	I called the client to request his signature on the declaration page, but no answer. I left a voicemail and sent a text to follow up.	0.30	49.50

11/14/2025	Steffany Sanguino	Paralegal	I tried calling the client regarding the declaration but no answer.	0.10	16.50
11/14/2025	Steffany Sanguino	Paralegal	Tried calling the client again regarding the declaration page but no answer.	0.10	16.50
11/14/2025	Katie Schickman Esq.	Draft/revise	Draft MET to file mot for default final judgment	0.50	137.50
11/14/2025	Katie Schickman Esq.	Draft/revise	Draft proposed order granting default	0.20	55.00
11/14/2025	Brooks LaRou Esq.	Draft/revise	Review and final revisions to draft Motion for Extension of Time to file Motion for Default Final Judgment.	0.40	150.00
11/14/2025	Brooks LaRou Esq.	Draft/revise	Review and final revisions to Proposed Order granting Plaintiff's Motion for Extension of Time to file Motion for Default Final Judgment.	0.10	37.50
11/14/2025	Katie Schickman Esq.	Legal	File met to file default final judgment and proposed order	0.20	55.00
11/17/2025	Katie Schickman Esq.	Phone Call	Ivm for Mr. Vasquez to sign paperwork	0.10	27.50
11/17/2025	Steffany Sanguino	Paralegal	Called the client and texted him asking him to contact us as soon as he can.	0.20	33.00
11/17/2025	Katie Schickman Esq.	Email with Client	Send Mr. Vasquez a second request for an e-signature on the Declaration of Indebtedness	0.20	55.00
11/17/2025	Katie Schickman Esq.	Email with Client	Re-send declaration to CL's second email address	0.20	55.00
11/17/2025	Steffany Sanguino	Paralegal	Received a call from the client, I explained to him the reason why we have been trying to contact him. He explained that he changed his email address. I informed him that we will email him the declaration. I texted the client to follow up with our call.	0.30	49.50
11/17/2025	Katie Schickman Esq.	Phone Call	Send text message requesting confirmation that Mr. Vasquez received the declaration of indebtedness	0.20	55.00
11/17/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	Receive & review order granting MET	0.10	27.50
11/17/2025	Katie Schickman Esq.	Phone Call	Mr. Vasquez provided another email address. Re-sent the declaration of indebtedness	0.20	55.00
11/17/2025	Katie Schickman Esq.	Phone Call	F/U message to see if carlos received documents	0.10	27.50
11/18/2025	Katie Schickman Esq.	Receipt, Review, and Analysis	Administrative order closing case	0.10	27.50
11/18/2025	Katie Schickman	Receipt, Review, and	Order Granting Default Final Judgment for Plaintiff	0.10	27.50



	Esq.	Analysis			
11/18/2025	Katie Schickman Esq.	Draft/revise	Draft letter to defendant enclosing Final Judgment	0.20	55.00
11/20/2025	Katie Schickman Esq.	Legal	Review file & draft status update letter to co-counsel	0.30	82.50
11/20/2025	Steffany Sanguino	Paralegal	Review file to determine future needs and to organize it for future use	0.30	49.50
11/21/2025	Katie Schickman Esq.	Legal	Review and audit the file to determine future needs and organize it for future use	0.30	82.50
11/21/2025	Brian H. Pollock Esq.	Draft/revise	Letter Status Update Following Referral	0.20	110.00
12/3/2025	Katie Schickman Esq.	Draft/revise	Draft Motion for attorneys fees. Go into depth with fees and qualifications/awards for BP PBL and SS	2.70	742.50
12/4/2025	Katie Schickman Esq.	Draft/revise	Continue drafting motion for attorneys' fees. conduct legal research to determine applicable atty. fee rate for a new attorney and include in the motion. Finalize attorneys fees and costs calculations.	0.60	165.00
12/30/2025	Katie Schickman Esq.	Draft/revise	Review and finalize the fee breakdown section of Plaintiff's Motion for Attorneys' fees. Confer w/ Mr. Pollock Re: finalization	0.30	82.50

**Services Subtotal:11,759.50**

**Notes:**

**Total:11,759.50**

Please make all amounts payable to FairLaw Firm. Tax ID No.: 20-1722656.

Payment is due upon receipt.

Although you can pay by credit card or e-check, payment by credit card will result in a 2.5-3% processing fee, which you will be responsible for as an additional cost. Payment by e-check does not result in any additional processing, cost, or other fee to you, which is why we prefer it as the payment method.

**Terms and Conditions:**

Just like you expect to receive your legal services in a prompt manner, FairLaw Firm is entitled to be paid promptly for the legal services provided. For clients who are responsible for satisfying our invoices, we will first attempt to pay this invoice by applying the balance of any non-refundable retainer held in the firm's operating account. After that non-refundable retainer is exhausted, FairLaw Firm will then pay any remaining balance on this invoice with the funds held in FairLaw Firm's IOTA Trust Account. Any remaining invoice balance that cannot be satisfied by funds deposited with the firm must to be paid within 7 days from the date of this. **The failure to timely pay each invoice will result in the remaining balance on**

**this invoice accruing interest at a rate of 18% per annum  
plus payment of our attorneys' fees and costs incurred in  
collection of this invoice.**